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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

DANIEL H. HEYNS
DIRECTOR

DIRECTOR'S OFFICE MEMORANDUM 2014-29

EFFECTIVE: January 1, 2014

DATE: December 30, 2013

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Daniel H. Heyns, Director

SUBJECT: PD 05.03.115 Law Libraries

SUPERSEDES DOM 2013-35 (effective 11/18/13)

The Department has implemented a system by which most general population prisoners will conduct legal research electronically through an Electronic Law Library (ELL) system. Segregation prisoners and general population prisoners who do not currently have direct access to a law library will be provided copies of legal research materials in accordance with current policy guidelines. A contract has been awarded to LexisNexis (effective 11/4/13) to provide this service in addition to select "hard copy" publications. The ELL will allow connection to the LexisNexis website ONLY. All other internet access is restricted. Select staff will be trained on the use of the ELL according to a schedule as determined by CFA Administration. After designated staff are trained, prisoners will receive training by facility staff in conjunction with vendor staff or vendor's subcontractor who have been contracted for this service at a date determined by CFA Administration.

The "hard copy" law library collections currently required in Attachments A and B of PD 05.03.115 will be retained during implementation of the ELL. The CFA Deputy Director or designee will instruct Wardens when designated publications in the "hard copy" collection may be removed from the law library collection. Prisoners using Department computers designated for use with the ELL are not subject to the pre-approval requirements or the direct and continuous observation standard as outlined in PD 01.04.105 "Use of Department Computer Equipment, Software, and Services". In addition, the requirements identified in OP 01.04.105B "Offender Access and Use of Computers" are not applicable to prisoner use of the ELL computers. However, supervision of prisoners while in the Law Library must be provided consistent with current operating procedure requirements. Any specific approvals, limitations, or restrictions on ELL use will be identified by the CFA Deputy Director or designee.